

POLICE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Assist the chief in the planning, direction, and supervision of operations of the police department, and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves personal performances and supervision of other employees in important and varied phases of police work, and requires a high degree of responsibility and skill in the proper execution thereof. This class ranks immediately below that of chief, and in the chief's absence a captain or a holder of a captain's rank assumes full command of operations, is responsible directly to the chief of police, and is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

(Illustrative only.)

Assist the chief of police in planning, directing, and supervising the general activities of the department;

Act in capacity of chief any time the chief is absent;

Instruct subordinate officers and employees as to methods, procedures, and policies;

Assign tasks to subordinates, and review operations;

Investigate complaints;

Direct raids and make arrests, as necessary;

Check all arrests occurring while on duty or in the absence of the chief;

Assist in the investigation of all major crimes and offenses committed in the city;

Perform special law enforcement or investigation duties as may be personally assigned by the chief;

Keep records, prepare reports, and answer correspondence as may be necessary or required;

Assist the chief in promoting peace and harmony among the

employees of the department;

All other related work.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must be a regular and permanent employee in good standing in the class of Lieutenant;

Must have served one year as Lieutenant;

Must have completed a standard high school, or possess any equivalent combination of experience and training sufficient, in the opinion of the board, to indicate ability to satisfactorily perform the work; and successfully pass a civil service examination, testing his aptitude for this position;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

RU	06-08-61
Rev	09-19-69
	06-15-76
	10-07-80
	04-09-92
	08-06-93
	11-11-94